

Business Administrator



As a Business Administrator Apprentice, you will gain a highly transferable set of knowledge, skills and behaviours that can be applied in all industry sectors. This includes small and large businesses alike; from the public sector, private sector and charitable sector.

You'll be working independently or as part of a team and will involve developing, implementing, maintaining and improving administrative services. You'll also get the opportunity to develop key skills and behaviours to support their own progression towards management responsibilities.

With a focus on adding value, the role of business administrator contributes to the efficiency of an organisation through support of functional areas, working across teams and resolving issues as requested.

You'll be expected to undertake your responsibilities efficiently and with integrity – showing a positive attitude. The role involves demonstrating strong communication skills (both written and verbal) and adopting a proactive approach to developing skills. You'll also be expected to show initiative, manage your priorities and your own time, solve problems, make decisions and develop the potential for people management responsibilities through mentoring or coaching others.

Progression:

Business Administrators play a vital role in a wide variety of organisations across all industry sectors. The Business Administrator apprenticeship will be a gateway to further career opportunities, such as management or senior support roles.

Level:

■ Level 3

Duration:

■ 18 months

Entry Requirements:

■ Grade 4/C in GCSE English and GCSE Maths or equivalent

